

How to Use the Janitorial Services, Environmentally Preferable Statewide Contract

Contract #: FAC67	Contract Duration: 12/18/2011 to 12/18/12
MMARS #: FAC67	Options to renew: To be renewed to 6/1/13
Contract Manager:	Max Feldpausch - 617-720-3105 max.feldpausch@state.ma.us
This contract contains: Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO) Contractors and Environmentally Preferable Products (EPP)	
Last change date:	10/18/2012

Contract Summary

Contract Description: The Statewide **Janitorial Services Contract** is a multi-award contract with contractors that received statewide awards or regional awards, and includes companies of all sizes. Contractors receiving awards under this contract are qualified janitorial contractors that meet and/or exceed janitorial industry standards. This contract requires the use of “green” or environmentally preferable cleaning products by all awarded contractors wherever they are available. Services under this statewide Janitorial Services Contract include, but are not limited to:

- Sweep floors and vacuum carpets;
- Spot clean carpet to remove all stains;
- Wash windows;
- Clean and vacuum air diffusers;
- Empty waste receptacles;
- Hard floor buffing;
- Office garage cleaning;
- Replenish paper towel, toilet paper and soap dispensers.
- Trash removal;
- Scrub, strip and seal;
- Office Recycling;

Benefits and Cost Savings

HEALTH BENEFITS

The National Association of School Nurses says that using less toxic products to clean:

- Reduces allergies and sensitivities, reduces absenteeism, improves indoor air quality, increases productivity, and enables higher test scores;
- Involves greater safety in handling for custodians and cleaning staff as ingredients in common cleaning products have been linked to triggering asthmatic episodes, cancer, effects on the nervous system, reproductive organs, kidneys, liver and hormones.

COST SAVINGS and OTHER BENEFITS

- Service providers using green cleaning products can save themselves and their customers money by purchasing and using a single product with different dilution rates depending on the job
- Vendors are required to be certified in efficient cleaning programs, such as the Cleaning Industry Management Standards (CIMS).

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Pricing:

Contract users can review the file on Comm-PASS titled Cost Comparison Sheet to obtain an initial impression of how the pricing offered by the awarded contract vendors. Bidders were asked to provide quotes on a specified job and the Comparison Sheet details their responses.

Purchase Options:

To get the best value from this contract, users should obtain quotes on their specific services from more than one vendor in order to negotiate the best value for those services. Commonwealth Prevailing Wages Rate for Janitorial Services can also be found on Comm-PASS under the “Forms & Terms” tab and will apply to all jobs except for those eligible entities where prevailing wage is not required.

Statement of Work:

Contract users are strongly advised to develop a detailed Statement of Work (SOW) for any engagement to be completed under this contract and are encouraged to have vendors conduct a site visit prior to making a contract award. The SOW template can also be found under the “Forms & Terms” tab on Comm-PASS; it may be used to cover the following list and more:

- Scope of Services / deliverables
- Budget
- Rate(s) per hour
- Estimated total costs
- Dates & Location
- Changes to Scope and/or Terms

Required Documentation:

- Vendors are required to submit completed payment vouchers and all required signed documentation to the designated personnel for processing.

- Vendors must include any assigned reference numbers on all communications and payment voucher forms.
- Invoices for services rendered during the previous month must be submitted to the hiring entity according to the terms of the Statement of Work.

Additional Information

Green Cleaning Products and Practices:

Executive Order 515, *Establishing an Environmental Purchasing Policy* issued by the Patrick-Murray Administration in 2009, **requires all janitorial service companies** providing services to Executive Branch Agencies to use environmentally preferable (green) cleaning as specified in Commonwealth statewide contracts. Using less toxic products benefits Commonwealth citizens on many levels:

- reduces the risks to custodians and cleaning staff who are handling the products;
- improves indoor air quality for building occupants as a result of lower volatile organic compounds (VOCs);
- significantly lessens the amount of toxic substances going down the drain and into water and soil, which also impacts plants and animals in the area; and
- offers efficiencies in cleaning via dispensing systems that control use and equipment that does the job the same or better with less or no chemical use; **these all add up to saving money.**

Comments and Complaints

Comments and/or Complaints regarding any aspect of this contract can be emailed directly to the OSD Contract Manager, Max Feldpausch, at max.feldpausch@state.ma.us.

Vendor List and Contract information

Contractor	Phone / Email	Type of Award
A-1 Clean Team, Inc. 198 Bourne Rd. Plymouth MA 02360	P: 508-224-6614 a1cleanteam@hotmail.com	Regional
Advanced Maintenance Solutions, Inc. 46 Middlebury Ln. Beverly MA 01915	P: 978-922-3911 rsdougherty@comcast.net	Regional
AM-PM CLEANING CORP. 295 Weston Road Waltham, MA 02453	P: 781-622-1444 kenfoss@aol.com	Statewide
American Cleaning Company, Inc. 94 Lincoln Street Brighton, MA 02135	P: 617-562-4000 hvalerio@amercln.com	Statewide
Best Quality Maintenance, Inc. P.O. BOX 240 Roslindale, MA 02131	P: 617-592-9606 bqmsinc@yahoo.com	Statewide

Contractor (<i>continued</i>)	Phone / Email	Type of Award
CleanCO Maintenance Corp. 320 Bear Hill Road Waltham, MA 02451	P: 781-890-2400x17 jhauswirth@cleancocorp.com	Regional
KleenRite Services Paixao Inc 76 Windwood Drive, Ludlow MA 01056	P: 413-737-7663 Kleenrite@gmail.com	Regional
M&M Contract Cleaning, Inc 130 Liberty St, Unit 1B Brockton, MA 02301	P: 508-427-1702 afontes@mmcontractcleaning.com	Regional
Mass Commercial Cleaning Inc 140 Pine Street Florence MA 01062	P: 413-586-4696x101 pconnly@macommclean.com	Statewide
Mouras Cleaning Service, Inc. PO Box 233 Hudson, MA 01749	P: 978-562-1839 andre@mourascleaningservice.com	Statewide
National Facility Services, Inc. 730 Main St. Boylston MA 01505	P: 508-869-0777 joe@nfsincorp.com	Statewide
Resource One New England Services 99 West Suite A Medfield, MA 02052	P: 508-359-6269 mburgos@r1ne.com	Regional
S. J. Services Inc. 20 Locust Street Danvers, MA 01923	P: 978-750-1033 compass@sj-services.com	Statewide
UNICCO Service Company 18 Tremont St. Suite 200 Boston, MA 02108	P: 617-428-2713 bouellette@unicco.com	Statewide – CIMS Certified

Strategic Sourcing Services Team Members

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Department of Environmental Protection
Hopkinton Public Schools
Office of Chief Medical Examiner
Bureau of State Office Buildings
Town of Lexington
Bunker Hill Community College
Massachusetts Department of Transportation
MEMA

Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS (www.comm-pass.com) website, click on “Contracts” then search by document number to locate the following contract FAC67 information:

Contract User Guide	“Forms & Terms” tab
RFR Document Citing Requirements Specifications	“Forms & Terms” Tab
Mark Up rates Over the Prevailing Wage Schedule	“Forms & Terms” Tab
Cost Comparison Sheet	“Forms & Terms” Tab
CIMS Certification Letter	“Forms & Terms” Tab
Details on Regional Awards	“Vendor Tab”